

## Curriculum Content Framework

### MANAGING RESOURCES

Grade Level: 9, 10, 11, 12  
CIP Code: 20.0109

Semester Course

Prerequisites: TP Foundation Core  
Course Code: 19.118

Course Description: Managing Resources is a non-laboratory semester course designed to assist students in developing an understanding of resources available to individuals and families and ways to manage these resources so that needs and goals are met. Emphasis is given to the development of competencies related to resource management techniques, management of individual resources, resource management for a healthy lifestyle, family life management, resource management for meeting change, resource management in the workplace, financial resource management, credit and investment resource management, consumer resource management, time management, material and human services resource management, natural resource management, and technology as a resource. Upon completion of this course, students should have the ability to focus on available resources to help them manage challenges of life now and in the future.

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## MANAGING RESOURCES

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**SECTION A: PERSONAL RESOURCE MANAGEMENT TECHNIQUES**

**Unit 1: Resource Management Techniques**

5 Class Periods

Terminology: Demands, goals, human resources, long-range goals, management, needs, material resources, peers, priorities, process, resources, short-range goals, standards, trade-offs, wants

| <b>VOCATIONAL and TECHNICAL SKILLS</b><br><b>What the Student Should Be Able To Do</b> |                                      | <b>ACADEMIC and WORKPLACE SKILLS</b><br><b>What the Instruction Should Reinforce</b> |                      |  |
|--|--------------------------------------|--|----------------------|--|
| <b>Knowledge</b>   | <b>Application</b>                   | <b>Skill Group</b>   | <b>Skill</b>         | <b>Description</b>   |
| 1.1 (match)<br>Terms related to resource management techniques                         |                                      | Foundation   | Reading              | Applies/Understands technical words that pertain to subject [1.3.6]      |
|  |                                      |  | Writing              | Applies/Uses technical words and concepts [1.6.4]                        |
| 1.2 (state)<br>Types of resources  | 1.2.1<br>Explore types of resources. | Foundation   | Reading              | Comprehends written information for main ideas [1.3.7]                   |
|  |                                      |  | Writing              | Organizes information into an appropriate format [1.6.10]                |
|  |                                      | Thinking   | Knowing How to Learn | Uses available resources to acquire new skills or improve skills [4.3.4] |

|                                     |                                       |            |                            |   |
|-------------------------------------|---------------------------------------|------------|----------------------------|---|
| 1.3 (list)<br>Management techniques | 1.3.1<br>Apply management techniques. | Foundation | Arithmetic/<br>Mathematics | Uses basic numerical concepts in practical situations [1.1.32]  |
|                                     |                                       |            | Reading                    | Comprehends written information and applies it to a task [1.3.8]; organizes information into an appropriate format [1.6.10] |
|                                     |                                       |            | Writing                    | Records data [1.6.16]; analyzes data, summarizes results, and makes conclusions [1.6.2]                                     |
|                                     |                                       | Thinking   | Problem Solving            | Devises and implements a plan of action to resolve a problem [4.4.3]  |

| VOCATIONAL and TECHNICAL SKILLS<br>What the Student Should Be Able To Do |   | ACADEMIC and WORKPLACE SKILLS<br>What the Instruction Should Reinforce |   |   |
|--|---|--|---|---|
| Knowledge  | Application   | Skill Group  | Skill                                       | Description   |
| 1.4 (name)<br>Factors which influence decisions                          | 1.4.1<br>Discuss factors which influence decisions. | Foundation   | Listening                                   | Listens for content [1.2.3]; listens to follow directions [1.2.6]                         |
|  |   |  | Reading                                     | Comprehends written information and applies it to a task [1.3.8]                          |
|  |   |  | Science                                     | Describes/Explains scientific principles related to human maintenance/management [1.4.14] |
|  |   |  | Speaking                                    | Organizes ideas and communicates oral messages to listeners [1.5.7]                       |
|  |   |  | Writing                                     | Communicates thoughts, ideas, or facts in written form in a clear, concise manner [1.6.6] |
|  |   | Personal Management  | Career Awareness, Development, and Mobility | Analyzes impact of work on individual and family life [3.1.1]                             |
|  |   | Thinking   | Reasoning                                   | Sees relationship between two or more ideas, objects or situations [4.5.5]                |

|  |  |            |                 |  |
|--|--|------------|-----------------|--|
| 1.5 (give)<br>Steps in the decision-making process | 1.5.1<br>Apply steps in the decision-making process. | Foundation | Listening       | Listens to follow directions [1.2.6]   |
|  |  |            | Reading         | Comprehends written information and applies it to a task [1.3.8]   |
|  |  |            | Writing         | Organizes information into an appropriate format [1.6.10]  |
|  |  | Thinking   | Decision Making | Comprehends ideas and concepts related to the decision-making process [4.2.2]; demonstrates decision-making skills [4.2.4] |



| VOCATIONAL and TECHNICAL SKILLS<br>What the Student Should Be Able To Do |             | ACADEMIC and WORKPLACE SKILLS<br>What the Instruction Should Reinforce |   |  |
|--|-------------|--|---|--|
| Knowledge  | Application | Skill Group  | Skill                                       | Description  |
| 1.6 (discuss)<br>Impact of decisions on future life                      |             | Foundation   | Listening                                   | Listens for long-term contexts [1.2.7]   |
|  |             |  | Reading                                     | Comprehends written information for main ideas [1.3.7]   |
|  |             |  | Speaking                                    | Communicates a thought, idea, or fact in a spoken form [1.5.5]   |
|  |             |  | Writing                                     | Presents own opinion in written form in a clear, concise manner [1.6.14]   |
|  |             | Personal Management  | Career Awareness, Development, and Mobility | Analyzes impact of work on individual and family life [3.1.1]; identifies continuing changes in male/female roles at home and work [3.1.7] |
|  |             | Thinking   | Reasoning                                   | Sees relationship between two or more ideas, objects, or situations [4.5.5]  |

## SECTION A: PERSONAL RESOURCE MANAGEMENT TECHNIQUES

### Unit 2: Management of Individual Resources

5 Class Periods

Terminology: Attitudes, communication, emotions, environment, heredity, nonverbal communication, personality, relationships, self-worth, skills, talents, verbal communication

| VOCATIONAL and TECHNICAL SKILLS<br>What the Student Should Be Able To Do |             | ACADEMIC and WORKPLACE SKILLS<br>What the Instruction Should Reinforce |         |   |
|--|-------------|--|---------|---|
| Knowledge  | Application | Skill Group  | Skill   | Description   |
| 2.1 (match)<br>Terms related to management of individual resources       |             | Foundation   | Reading | Applies/Understands technical words that pertain to subject [1.3.6] |
|  |             |  | Writing | Applies/Uses technical words and concepts [1.6.4]                   |

| VOCATIONAL and TECHNICAL SKILLS<br>What the Student Should Be Able To Do |  | ACADEMIC and WORKPLACE SKILLS<br>What the Instruction Should Reinforce |   |  |
|--|--|--|---|--|
| Knowledge  | Application                            | Skill Group  | Skill                                       | Description  |
| 2.2 (state)<br>Factors which affect individual uniqueness                |  | Foundation   | Reading                                     | Identifies relevant details, facts, and specifications [1.3.16]                                |
|  |  |  | Science                                     | Describes/Explains scientific principles related to human development [1.4.14]                 |
|  |  |  | Writing                                     | Records data [1.6.16]  |
|  |  | Interpersonal  | Cultural Diversity                          | Recognizes differences among team members [2.2.3]  |
| 2.3 (name)<br>Personal resources   | 2.3.1<br>Recognize personal resources. | Foundation   | Reading                                     | Comprehends written information and applies it to a task [1.3.8]                               |
|  |  |  | Writing                                     | Writes appropriate entries [1.6.22]; organizes information into an appropriate format [1.6.10] |
|  |  | Personal Management  | Career Awareness, Development, and Mobility | Analyzes own knowledge, skills, and ability [3.1.2]  |
|  |  |  | Self-Esteem                                 | Identifies personality assets [3.5.6]  |

|   |   |                     |             |   |
|---|---|---------------------|-------------|---|
| 2.4 (discuss)<br>Factors that promote a feeling of self-worth | 2.4.1<br>Explore influence of self-worth on behavior. | Foundation          | Listening   | Receives and interprets verbal messages [1.2.8]; listens to follow directions [1.2.6]     |
|   |   |                     | Reading     | Analyzes and applies what has been read to specific task [1.3.2]                          |
|   |   |                     | Speaking    | Organizes ideas and communicates oral messages to listeners [1.5.7]                       |
|   |   |                     | Writing     | Communicates thoughts, ideas, or facts in written form in a clear, concise manner [1.6.6] |
|   |   | Personal Management | Self-Esteem | Comprehends the importance of a positive self-concept [3.5.1]                             |

| VOCATIONAL and TECHNICAL SKILLS<br>What the Student Should Be Able To Do |   | ACADEMIC and WORKPLACE SKILLS<br>What the Instruction Should Reinforce |   |   |
|--|---|--|---|---|
| Knowledge  | Application                                       | Skill Group  | Skill                                       | Description   |
| 2.5 (describe)<br>Talents and skills as a resource                       | 2.5.1<br>Investigate personal talents and skills. | Foundation   | Reading                                     | Comprehends written information for main ideas [1.3.7]; follows written directions [1.3.13]                     |
|  |   |  | Writing                                     | Writes logical and understandable sentences [1.6.23]; organizes information into an appropriate format [1.6.10] |
|  |   | Personal Management  | Career Awareness, Development, and Mobility | Analyzes own knowledge, skills, and ability [3.1.2]   |
|  |   | Thinking   | Self-Esteem                                 | Presents positive image of personal attitudes and abilities [3.5.7]   |
|  |   |  | Knowing How to Learn                        | Locates appropriate learning resources to acquire or improve knowledge and skills [4.3.3]                       |

|  |   |                     |   |   |
|--|---|---------------------|---|---|
|  | 2.5.2<br>Plan ways talents and skills can be bartered to create a teamwork effect with fellow workers in the workplace. | Foundation          | Reading                                     | Analyzes and applies what has been read to specific task [1.3.2]  |
|  |   |                     | Writing                                     | Presents own opinion in written form in a clear, concise manner [1.6.14]  |
|  |   | Interpersonal       | Cultural Diversity                          | Comprehends ideas and concepts related to working effectively with men and women from diverse backgrounds [2.2.1] |
|  |   |                     | Teamwork                                    | Comprehends ideas and concepts related to working effectively with others to reach a common goal [2.6.1]          |
|  |   | Personal Management | Career Awareness, Development, and Mobility | Establishes and implements a plan of action [3.1.5]   |
|  |   | Thinking            | Creative Thinking                           | Combines ideas or information in a new way [4.1.2]  |

| VOCATIONAL and TECHNICAL SKILLS<br>What the Student Should Be Able To Do |             | ACADEMIC and WORKPLACE SKILLS<br>What the Instruction Should Reinforce |           |  |
|--|-------------|--|-----------|--|
| Knowledge  | Application | Skill Group  | Skill     | Description  |
| 2.6 (discuss)<br>Communication skills as a resource                      |             | Foundation   | Listening | Receives and interprets verbal messages [1.2.8]                          |
|  |             |  | Reading   | Comprehends written information for main ideas [1.3.7]                   |
|  |             |  | Speaking  | Organizes ideas and communicates oral messages to listeners [1.5.7]      |
|  |             |  | Writing   | Presents answers/conclusions in a clear and understandable form [1.6.13] |
|  |             | Interpersonal  | Teamwork  | Contributes to group with ideas, suggestions, and effort [2.6.2]         |

|  |   |                     |                                      |  |
|--|---|---------------------|--------------------------------------|--|
| 2.7 (give)<br>Ways to develop positive relationships | 2.7.1<br>Discuss ways to establish and maintain positive relationships. | Foundation          | Listening                            | Listens for long-term contexts [1.2.7]; listens to follow directions [1.2.6]   |
|  |   |                     | Reading                              | Draws conclusions from what is read [1.3.12]   |
|  |   |                     | Speaking                             | Communicates a thought, idea, or fact in spoken form [1.5.5]   |
|  |   |                     | Writing                              | Presents answers/conclusions in a clear and understandable form [1.6.13]   |
|  |   | Interpersonal       | Cultural Diversity                   | Respects others' personal values, cultures, and traditions [2.2.4]   |
|  |   | Personal Management | Integrity/<br>Honesty/<br>Work Ethic | Describes desirable worker characteristics [3.2.3]; describes/explains significance of integrity, honesty, and work ethics [3.2.4] |



| VOCATIONAL and TECHNICAL SKILLS<br>What the Student Should Be Able To Do |             | ACADEMIC and WORKPLACE SKILLS<br>What the Instruction Should Reinforce |           |   |
|--|-------------|--|-----------|---|
| Knowledge  | Application | Skill Group  | Skill     | Description   |
| 2.8 (discuss)<br>Development of leadership/group skills                  |             | Foundation   | Listening | Receives and interprets verbal messages [1.2.8]   |
|  |             |  | Reading   | Comprehends written information for main ideas [1.3.7]                                    |
|  |             |  | Speaking  | Communicates a thought, idea, or fact in spoken form [1.5.5]                              |
|  |             |  | Writing   | Communicates thoughts, ideas, or facts in written form in a clear, concise manner [1.6.6] |
|  |             | Interpersonal  | Coaching  | Encourages others to develop personal and professional skills [2.1.2]                     |
|  |             |  | Teamwork  | Recognizes effects of positive/negative attitudes on co-workers [2.6.4]                   |

## SECTION A: PERSONAL RESOURCE MANAGEMENT TECHNIQUES

### Unit 3: Resource Management for a Healthy Lifestyle

5 Class Periods

Terminology: Alcoholism, dependency, diet, drug, drug abuse, drug misuse, hygiene, nutrition, peer pressure, stress, tolerance, wellness

| VOCATIONAL and TECHNICAL SKILLS<br>What the Student Should Be Able To Do       |             | ACADEMIC and WORKPLACE SKILLS<br>What the Instruction Should Reinforce |         |  |
|--|-------------|--|---------|--|
| Knowledge  | Application | Skill Group  | Skill   | Description  |
| 3.1 (match)<br>Terms related to resource<br>management for a healthy lifestyle |             | Foundation   | Reading | Applies/Understands technical words that<br>pertain to subject [1.3.6] |
|  |             |  | Writing | Applies/Uses technical words and concepts<br>[1.6.4]                   |

| VOCATIONAL and TECHNICAL SKILLS<br>What the Student Should Be Able To Do |  | ACADEMIC and WORKPLACE SKILLS<br>What the Instruction Should Reinforce |                   |  |
|--|--|--|-------------------|--|
| Knowledge  | Application                                  | Skill Group  | Skill             | Description  |
| 3.2 (state)<br>Resources available to help manage a healthy lifestyle    |  | Foundation   | Reading           | Comprehends written information for main ideas [1.3.7]   |
|  |  |  | Science           | Describes/Explains scientific principles related to human maintenance/management [1.4.14]                  |
|  |  |  | Writing           | Writes appropriate entries [1.6.22]  |
| 3.3 (list)<br>Habits that promote good health                            | 3.3.1<br>Evaluate personal health practices. | Foundation   | Listening         | Comprehends ideas and concepts related to good health habits [1.2.1]; listens to follow directions [1.2.6] |
|  |  |  | Reading           | Comprehends written information and applies it to a task [1.3.8]   |
|  |  |  | Science           | Describes/Explains scientific principles related to human maintenance/management [1.4.14]                  |
|  |  |  | Writing           | Writes appropriate entries [1.6.22]; organizes information into an appropriate format [1.6.10]             |
|  |  | Thinking   | Creative Thinking | Identifies new goals and objectives [4.1.8]  |

|   |   |  |  |  |
|---|---|--|--|--|
| <p>3.4 (give)<br/>Effects of nutrition, exercise, hygiene, and rest on health</p> | <p>3.4.1<br/>Discuss the effects of nutrition, exercise, hygiene, and rest on health.</p> | <p>Foundation</p> <p>Interpersonal</p> <p>Thinking</p> | <p>Listening</p> <p>Reading</p> <p>Science</p> <p>Writing</p> <p>Teamwork</p> <p>Reasoning</p> | <p>Listens for long-term contexts [1.2.7]</p> <p>Analyzes and applies what has been read to specific task [1.3.2]</p> <p>Describes/Explains scientific principles related to human maintenance/management [1.4.14]</p> <p>Communicates thoughts, ideas, or facts in written form in a clear, concise manner [1.6.6]</p> <p>Contributes to group with ideas, suggestions, and effort [2.6.2]</p> <p>Sees relationship between two or more ideas, objects, or situations [4.5.5]</p> |
|---|---|--|--|--|

| VOCATIONAL and TECHNICAL SKILLS<br>What the Student Should Be Able To Do |             | ACADEMIC and WORKPLACE SKILLS<br>What the Instruction Should Reinforce |                      |   |
|--|-------------|--|----------------------|---|
| Knowledge  | Application | Skill Group  | Skill                | Description   |
| 3.5 (describe)<br>Preventive health and safety<br>measures               |             | Foundation   | Reading              | Uses written resources (books, dictionaries, directories) to obtain factual information [1.3.23]                              |
|  |             |  | Science              | Describes/Explains scientific principles related to human maintenance/management [1.4.14]; follows safety guidelines [1.4.16] |
|  |             |  | Writing              | Presents answers/conclusions in a clear and understandable form [1.6.13]  |
|  |             | Thinking   | Knowing How to Learn | Locates appropriate learning resources to acquire or improve knowledge and skills [4.3.3]                                     |

|  |  |                     |                 |  |
|--|--|---------------------|-----------------|--|
| 3.6 (discuss)<br>Stress and stress management techniques | 3.6.1<br>Develop a stress management plan. | Foundation          | Listening       | Comprehends ideas and concepts related to stress management [1.2.1]  |
|  |  |                     | Reading         | Identifies relevant details, facts, and specifications [1.3.16]  |
|  |  |                     | Science         | Describes/Explains scientific principles related to human maintenance/management [1.4.14]  |
|  |  |                     | Speaking        | Organizes ideas and communicates oral messages to listeners [1.5.7]  |
|  |  |                     | Writing         | Communicates thoughts, ideas, or facts in written form in a clear, concise manner [1.6.6]; organizes information into an appropriate format [1.6.10] |
|  |  | Personal Management | Self-Esteem     | Develops/Initiates a plan for self-improvement [3.5.4]   |
|  |  | Thinking            | Problem Solving | Devises and implements a plan of action to resolve problem [4.4.3]   |

| VOCATIONAL and TECHNICAL SKILLS<br>What the Student Should Be Able To Do |   | ACADEMIC and WORKPLACE SKILLS<br>What the Instruction Should Reinforce |           |   |
|--|---|--|-----------|---|
| Knowledge  | Application                                   | Skill Group  | Skill     | Description   |
| 3.7 (explain)<br>Substance abuse and its effect on health                | 3.7.1<br>Assess knowledge of substance abuse. | Foundation   | Reading   | Comprehends written information for main ideas [1.3.7]; applies/understands technical words that pertain to subject [1.3.6]                 |
|  |   |  | Science   | Describes/Explains scientific principles related to human maintenance/management [1.4.14]; records data related to substance abuse [1.4.22] |
|  |   |  | Writing   | Presents answers/conclusions in a clear and understandable form [1.6.13]  |
|  |   | Thinking   | Reasoning | Sees relationship between two or more ideas, objects, or situations [4.5.5]   |

|   |  |            |                      |  |
|---|--|------------|----------------------|--|
| 3.8 (discuss)<br>Current health issues and concerns |  | Foundation | Listening            | Listens for long-term contexts [1.2.7]   |
|   |  |            | Reading              | Uses written resources (books, dictionaries, directories) to obtain factual information [1.3.23] |
|   |  |            | Science              | Records data related to health [1.4.22]  |
|   |  |            | Speaking             | Organizes ideas and communicates oral messages to listeners [1.5.7]                              |
|   |  |            | Writing              | Analyzes data, summarizes results, and makes conclusions [1.6.2]                                 |
|   |  | Thinking   | Knowing How to Learn | Locates appropriate learning resources to acquire or improve knowledge and skills [4.3.3]        |



**SECTION A: PERSONAL RESOURCE MANAGEMENT TECHNIQUES**

**Unit 4: Family Life Management**

5 Class Periods

Terminology: Adoptive family, blended family, crisis, empty nest stage, extended family, family life cycle, family, foster family, modified extended family, nuclear family, single-parent family, special needs family, step family

| <b>VOCATIONAL and TECHNICAL SKILLS<br/>What the Student Should Be Able To Do</b> |   | <b>ACADEMIC and WORKPLACE SKILLS<br/>What the Instruction Should Reinforce</b> |              |  |
|--|---|--|--------------|--|
| <b>Knowledge</b>   | <b>Application</b>  | <b>Skill Group</b>   | <b>Skill</b> | <b>Description</b>   |
| 4.1 (match)<br>Terms related to family life management                           |   | Foundation   | Reading      | Applies/Understands technical words that pertain to subject [1.3.6]                              |
|  |   |  | Writing      | Applies/Uses technical words and concepts [1.6.4]  |
| 4.2 (state)<br>Resources family members provide each other                       | 4.2.1<br>Discuss resources family members provide each other. | Foundation   | Listening    | Listens for content [1.2.3]; listens to follow directions [1.2.6]                                |
|  |   |  | Reading      | Comprehends written information for main ideas [1.3.7]   |
|  |   |  | Science      | Describes/Explains scientific principles related to human maintenance/management [1.4.14]        |
|  |   |  | Writing      | Records data [1.6.16]; presents answers/ conclusions in a clear and understandable form [1.6.13] |
|  |   | Interpersonal  | Teamwork     | Contributes to group with ideas, suggestions, and effort [2.6.2]                                 |



| VOCATIONAL and TECHNICAL SKILLS<br>What the Student Should Be Able To Do |  | ACADEMIC and WORKPLACE SKILLS<br>What the Instruction Should Reinforce |   |  |
|--|--|--|---|--|
| Knowledge  | Application  | Skill Group  | Skill                                       | Description  |
| 4.3 (give)<br>Resources needed in managing family life                   |  | Foundation   | Reading                                     | Comprehends written information for main ideas [1.3.7]   |
|  |  |  | Science                                     | Describes/Explains scientific principles related to human maintenance/management [1.4.14]  |
|  |  |  | Writing                                     | Summarizes written information [1.6.17]  |
|  |  | Personal Management  | Career Awareness, Development, and Mobility | Analyzes impact of work on individual and family life [3.1.1]; identifies continuing changes in male/female roles at home and work [3.1.7] |
|  |  | Thinking   | Reasoning                                   | Uses logic to draw conclusions from available information [4.5.6]  |
| 4.4 (describe)<br>Family structure                                       | 4.4.1<br>Distinguish between types of family structures. | Foundation   | Reading                                     | Identifies relevant details, facts, and specifications [1.3.16]; applies/understands technical words that pertain to subject [1.3.6]       |
|  |  |  | Writing                                     | Organizes information into an appropriate format [1.6.10]; applies/uses technical words and concepts [1.6.4]                               |

|   |  |                     |   |  |
|---|--|---------------------|---|--|
| 4.5 (list)<br>Stages in the family life cycle | 4.5.1<br>Describe each stage in the family life cycle. | Foundation          | Reading                                     | Follows written directions [1.3.13]; applies/understands technical words that pertain to subject [1.3.6]                                     |
|   |  |                     | Science                                     | Describes/Explains scientific principles related to human development [1.4.14]   |
|   |  |                     | Writing                                     | Communicates thoughts, ideas, or facts in written form in a clear, concise manner [1.6.6]; applies/uses technical words and concepts [1.6.4] |
|   |  | Personal Management | Career Awareness, Development, and Mobility | Analyzes impact of work on individual and family life [3.1.1]; identifies continuing changes in male/female roles at home and work [3.1.7]   |

| VOCATIONAL and TECHNICAL SKILLS<br>What the Student Should Be Able To Do   |  | ACADEMIC and WORKPLACE SKILLS<br>What the Instruction Should Reinforce |           |   |
|--|--|--|-----------|---|
| Knowledge  | Application  | Skill Group  | Skill     | Description   |
| 4.6 (name)<br>Resources outside the family which assist with family crises | 4.6.1<br>Investigate resources outside the family which assist with family crises. | Foundation   | Listening | Receives and interprets verbal messages [1.2.8]; listens to follow directions [1.2.6]                 |
|  |  |  | Reading   | Comprehends written information for main ideas [1.3.7]  |
|  |  |  | Science   | Describes/Explains scientific principles related to human maintenance/management [1.4.14]             |
|  |  |  | Writing   | Writes appropriate entries [1.6.22]; analyzes data, summarizes results, and makes conclusions [1.6.2] |
|  |  | Interpersonal  | Teamwork  | Contributes to group with ideas, suggestions, and effort [2.6.2]                                      |

|  |  |                     |   |  |
|--|--|---------------------|---|--|
| 4.7 (discuss)<br>Current issues and trends which affect the family |  | Foundation          | Listening                                   | Receives and interprets verbal messages [1.2.8]  |
|  |  |                     | Reading                                     | Comprehends written information for main ideas [1.3.7]   |
|  |  |                     | Science                                     | Describes/Explains scientific principles related to human maintenance/management [1.4.14]  |
|  |  |                     | Speaking                                    | Organizes ideas and communicates oral messages to listeners [1.5.7]  |
|  |  |                     | Writing                                     | Presents answers/conclusions in a clear and understandable form [1.6.13]   |
|  |  | Personal Management | Career Awareness, Development, and Mobility | Analyzes impact of work on individual and family life [3.1.1]; identifies continuing changes in male/female roles at home and work [3.1.7] |
|  |  |                     | Thinking                                    | Reasoning  |

**SECTION A: PERSONAL RESOURCE MANAGEMENT TECHNIQUES**

**Unit 5: Resource Management for Meeting Change**

5 Class Periods

Terminology: Abuse, conflict, disability, retirement, unemployment

| <b>VOCATIONAL and TECHNICAL SKILLS</b><br><b>What the Student Should Be Able To Do</b> |                    | <b>ACADEMIC and WORKPLACE SKILLS</b><br><b>What the Instruction Should Reinforce</b> |                      |   |
|--|--------------------|--|----------------------|---|
| <b>Knowledge</b>   | <b>Application</b> | <b>Skill Group</b>   | <b>Skill</b>         | <b>Description</b>  |
| 5.1 (match)<br>Terms related to resource management for meeting change                 |                    | Foundation   | Reading              | Applies/Understands technical words that pertain to subject [1.3.6]                       |
|  |                    |  | Writing              | Applies/Uses technical words and concepts [1.6.4]   |
| 5.2 (name)<br>Resources available to help individuals meet change                      |                    | Foundation   | Reading              | Determines what information is needed [1.3.10]  |
|  |                    |  | Writing              | Records data [1.6.16]   |
|  |                    | Thinking   | Knowing How to Learn | Locates appropriate learning resources to acquire or improve knowledge and skills [4.3.3] |

|   |   |                        |  |  |
|---|---|------------------------|--|--|
| 5.3 (state)<br>Change which occurs during the individual life cycle | 5.3.1<br>Describe change which occurs during the individual life cycle. | Foundation             | Arithmetic/<br>Mathematics                           | Applies mathematical principles related to progression [1.1.4]   |
|   |   |                        | Reading  | Comprehends written information and applies it to a task [1.3.8]   |
|   |   |                        | Science  | Describes/Explains scientific principles related to human development [1.4.14]   |
|   |   |                        | Writing  | Organizes information into an appropriate format [1.6.10]  |
|   |   | Personal<br>Management | Career<br>Awareness,<br>Development,<br>and Mobility | Analyzes impact of work on individual and family life [3.1.1]; identifies continuing changes in male/female roles at home and work [3.1.7] |
|   |   | Thinking               | Knowing How<br>to Learn                              | Uses available resources to apply new skills [4.3.6]   |



| VOCATIONAL and TECHNICAL SKILLS<br>What the Student Should Be Able To Do   |  | ACADEMIC and WORKPLACE SKILLS<br>What the Instruction Should Reinforce |   |  |
|--|--|--|---|--|
| Knowledge  | Application  | Skill Group  | Skill                                       | Description  |
| 5.4 (discuss)<br>Effects of violence, divorce, abuse, retirement, disability, death, substance abuse, premarital pregnancy, job stress, and unemployment on individual and family life | 5.4.1<br>Apply the decision-making process to a specific crisis. | Foundation   | Listening                                   | Receives and interprets verbal messages [1.2.8]  |
|  |  |  | Reading                                     | Comprehends written information for main ideas [1.3.7]   |
|  |  |  | Science                                     | Describes/Explains scientific principles related to human maintenance/management [1.4.14]  |
|  |  |  | Speaking                                    | Organizes ideas and communicates oral messages to listeners [1.5.7]  |
|  |  |  | Writing                                     | Communicates thoughts, ideas, or facts in written form in a clear, concise manner [1.6.6]; organizes information into an appropriate format [1.6.10] |
|  |  | Personal Management  | Career Awareness, Development, and Mobility | Analyzes impact of work on individual and family life [3.1.1]; identifies continuing changes in male/female roles at home and work [3.1.7]           |
|  |  | Thinking   | Decision Making                             | Demonstrates decision-making skills [4.2.4]  |

|  |  |            |                                 |   |
|--|--|------------|---------------------------------|---|
| 5.5 (describe)<br>Management of emergency situations |  | Foundation | Reading                         | Uses written resources (books, dictionaries, directories) to obtain factual information [1.3.23]                    |
|  |  | Thinking   | Science                         | Describes/Explains scientific principles related to human maintenance/management [1.4.14]                           |
|  |  |            | Writing                         | Takes notes from various sources [1.6.18]; presents answers/conclusions in a clear and understandable form [1.6.13] |
|  |  |            | Seeing Things in the Mind's Eye | Imagines the flow of work activities from narrative descriptions [4.6.1]  |

**SECTION B: WORK AND FINANCIAL RESOURCE MANAGEMENT**

**Unit 6: Resource Management in the Workplace**

5 Class Periods

Terminology: Aptitude, career, entrepreneur, flextime, interests, interview, job sharing, professional, references, résumé

| <b>VOCATIONAL and TECHNICAL SKILLS</b><br><b>What the Student Should Be Able To Do</b> |                    | <b>ACADEMIC and WORKPLACE SKILLS</b><br><b>What the Instruction Should Reinforce</b> |              |   |
|--|--------------------|--|--------------|---|
| <b>Knowledge</b>   | <b>Application</b> | <b>Skill Group</b>   | <b>Skill</b> | <b>Description</b>  |
| 6.1 (match)<br>Terms related to resource management in the workplace                   |                    | Foundation   | Reading      | Applies/Understands technical words that pertain to subject [1.3.6]                       |
|  |                    |  | Writing      | Applies/Uses technical words and concepts [1.6.4]   |
| 6.2 (name)<br>Reasons for working  |                    | Foundation   | Reading      | Draws conclusions from what is read [1.3.12]  |
|  |                    |  | Writing      | Communicates thoughts, ideas, or facts in written form in a clear, concise manner [1.6.6] |
|  |                    | Thinking   | Reasoning    | Sees relationship between two or more ideas, objects, or situations [4.5.5]               |

|   |   |                     |   |  |
|---|---|---------------------|---|--|
| 6.3 (explain)<br>Factors which influence job choice | 6.3.1<br>Survey attitudes related to job choices. | Foundation          | Listening                                   | Receives and interprets verbal messages [1.2.8]  |
|   |   |                     | Reading                                     | Comprehends written information and applies it to a task [1.3.8]   |
|   |   |                     | Science                                     | Describes/Explains scientific principles related to human maintenance/management [1.4.14]  |
|   |   |                     | Speaking                                    | Asks questions to obtain information [1.5.4]   |
|   |   |                     | Writing                                     | Communicates thoughts, ideas, or facts in written form in a clear, concise manner [1.6.6]; takes notes from various sources [1.6.18] |
|   |   | Personal Management | Career Awareness, Development, and Mobility | Analyzes impact of work on individual and family life [3.1.1]; analyzes own knowledge, skills, and ability [3.1.2]                   |

| VOCATIONAL and TECHNICAL SKILLS<br>What the Student Should Be Able To Do |                               | ACADEMIC and WORKPLACE SKILLS<br>What the Instruction Should Reinforce |   |  |
|--|-------------------------------|--|---|--|
| Knowledge  | Application                   | Skill Group  | Skill                                       | Description  |
| 6.4 (discuss)<br>Resources for obtaining employment information          | 6.4.1<br>Research job trends. | Foundation   | Listening                                   | Receives and interprets verbal messages [1.2.8]  |
|  |                               |  | Reading                                     | Uses written resources (books, dictionaries, directories) to obtain factual information [1.3.23]                     |
|  |                               |  | Speaking                                    | Organizes ideas and communicates oral messages to listeners [1.5.7]  |
|  |                               |  | Writing                                     | Records data [1.6.16]; summarizes written information [1.6.17]   |
|  |                               | Personal Management  | Career Awareness, Development, and Mobility | Develops skills to locate, evaluate, and interpret career information [3.1.4]; explores career opportunities [3.1.6] |



| VOCATIONAL and TECHNICAL SKILLS<br>What the Student Should Be Able To Do |                                      | ACADEMIC and WORKPLACE SKILLS<br>What the Instruction Should Reinforce |   |   |
|--|--------------------------------------|--|---|---|
| Knowledge  | Application                          | Skill Group  | Skill                                       | Description   |
|  | 6.5.2<br>Assess personal job skills. | Foundation   | Reading                                     | Follows written directions [1.3.13]                             |
|  |                                      |  | Writing                                     | Organizes information into an appropriate format [1.6.10]       |
|  |                                      | Personal Management  | Career Awareness, Development, and Mobility | Analyzes own knowledge, skills, and ability [3.1.2]             |
|  |                                      | Thinking   | Problem Solving                             | Demonstrates logical reasoning in reaching a conclusion [4.4.2] |

|   |  |                     |   |   |
|---|--|---------------------|---|---|
| 6.6 (discuss)<br>Procedures for locating and applying for a job |  | Foundation          | Listening                                   | Receives and interprets verbal messages [1.2.8]   |
|   |  |                     | Reading                                     | Uses standard occupational resource materials [1.3.22]  |
|   |  |                     | Speaking                                    | Organizes ideas and communicates oral messages to listeners [1.5.7]   |
|   |  |                     | Writing                                     | Communicates thoughts, ideas, or facts in written form in a clear, concise manner [1.6.6]                             |
|   |  | Personal Management | Career Awareness, Development, and Mobility | Develops skills to locate, evaluate, and interpret career information [3.1.4]   |
|   |  |                     | Organizational Effectiveness                | Comprehends the organization's modes of operation [3.3.5]; identifies characteristics desired by organization [3.3.6] |
|   |  | Thinking            | Knowing How to Learn                        | Locates appropriate learning resources to acquire or improve knowledge and skills [4.3.3]                             |



| VOCATIONAL and TECHNICAL SKILLS<br>What the Student Should Be Able To Do |  | ACADEMIC and WORKPLACE SKILLS<br>What the Instruction Should Reinforce |                              |   |
|--|--|--|------------------------------|---|
| Knowledge  | Application  | Skill Group  | Skill                        | Description   |
| 6.7 (discuss)<br>Work-related forms                                      | 6.7.1<br>Complete a résumé, letter of application, job application form, and follow-up letter. | Foundation   | Listening                    | Receives and interprets verbal messages [1.2.8]   |
|  |  |  | Reading                      | Identifies relevant details, facts, and specifications [1.3.16]; follows written directions [1.3.13]  |
|  |  |  | Speaking                     | Organizes ideas and communicates oral messages to listeners [1.5.7]; asks questions to clarify information [1.5.3]  |
|  |  |  | Writing                      | Composes and creates document — letters, manual, reports, proposals, graphs, flow charts, etc. [1.6.8]; completes form accurately [1.6.7]   |
|  |  | Personal Management  | Organizational Effectiveness | Applies knowledge to implement work-related system or practice [3.3.4]; presents personal skills as benefits for company objective [3.3.7]  |
|  |  |  | Self-Esteem                  | Creates a positive self-image by selling self in a letter of application [3.5.2]; presents positive personal references of education and work experience [3.5.8]; develops self-confidence by creating a résumé which promotes personal strengths/abilities [3.5.5] |

| VOCATIONAL and TECHNICAL SKILLS<br>What the Student Should Be Able To Do    |   | ACADEMIC and WORKPLACE SKILLS<br>What the Instruction Should Reinforce |   |  |
|---|---|--|---|--|
| Knowledge   | Application   | Skill Group  | Skill                                       | Description  |
| 6.8 (describe)<br>Ways to make a positive impression during a job interview | 6.8.1<br>List attributes that will make a positive impression during a job interview. | Foundation   | Reading                                     | Comprehends written information and applies it to a task [1.3.8]                 |
|   |   |  | Writing                                     | Records data [1.6.16]; organizes information into an appropriate format [1.6.10] |
|   |   | Personal Management  | Career Awareness, Development, and Mobility | Analyzes own knowledge, skills, and ability [3.1.2]                              |
|   |   |  | Organizational Effectiveness                | Identifies characteristics desired by organization [3.3.6]                       |
|   |   |  | Self-Esteem                                 | Comprehends the importance of a positive self-concept [3.5.1]                    |
| 6.9 (list)<br>Resources for job success                                     |   | Foundation   | Reading                                     | Determines what information is needed [1.3.10]                                   |
|   |   |  | Writing                                     | Takes notes from various sources [1.6.18]; writes appropriate entries [1.6.22]   |
|   |   | Personal Management  | Career Awareness, Development, and Mobility | Develops skills to locate, evaluate, and interpret career information [3.1.4]    |

| VOCATIONAL and TECHNICAL SKILLS<br>What the Student Should Be Able To Do    |  | ACADEMIC and WORKPLACE SKILLS<br>What the Instruction Should Reinforce |                              |  |
|---|--|--|------------------------------|--|
| Knowledge   | Application  | Skill Group  | Skill                        | Description  |
| 6.10 (discuss)<br>Business etiquette in an advanced technological workplace | 6.10.1<br>Prepare a research report on technological advances in communication within the workplace. | Foundation   | Listening                    | Receives and interprets verbal messages [1.2.8]; listens to follow directions [1.2.6]  |
|   |  |  | Reading                      | Uses written resources (books, dictionaries, directories) to obtain factual information [1.3.23]   |
|   |  |  | Science                      | Describes/Explains scientific principles related to technology [1.4.14]  |
|   |  |  | Speaking                     | Organizes ideas and communicates oral messages to listeners [1.5.7]  |
|   |  | Personal Management  | Writing                      | Takes notes from various sources [1.6.18]; composes and creates document — letters, manuals, reports, proposals, graphs, flow charts, etc. [1.6.8] |
|   |  |  | Organizational Effectiveness | Comprehends the organization's modes of operation [3.3.5]; identifies characteristics desired by organization [3.3.6]                              |
|   |  | Thinking   | Knowing How to Learn         | Locates appropriate learning resources to acquire or improve knowledge and skills [4.3.3]  |

|  |   |                     |   |   |
|--|---|---------------------|---|---|
| 6.11 (describe)<br>Careers available in personal resource management | 6.11.1<br>Explore career options in personal resource management. | Foundation          | Reading                                     | Uses standard occupational resource materials [1.3.22]; follows written directions [1.3.13]   |
|  |   |                     | Writing                                     | Presents answers/conclusions in a clear and understandable form [1.6.13]; organizes information into an appropriate format [1.6.10] |
|  |   | Personal Management | Career Awareness, Development, and Mobility | Develops skills to locate, evaluate, and interpret career information [3.1.4]; explores career opportunities [3.1.6]                |

**SECTION B: WORK AND FINANCIAL RESOURCE MANAGEMENT**

**Unit 7: Financial Resource Management**

5 Class Periods

Terminology: Automated teller machines, budget, debit card, financial plan, fixed expenses, flexible expenses, fringe benefits, gross pay, income, interest, Internal Revenue Service (IRS), net pay, reconciliation, tax

| <b>VOCATIONAL and TECHNICAL SKILLS<br/>What the Student Should Be Able To Do</b> |                    | <b>ACADEMIC and WORKPLACE SKILLS<br/>What the Instruction Should Reinforce</b> |                            |   |
|--|--------------------|--|----------------------------|---|
| <b>Knowledge</b>   | <b>Application</b> | <b>Skill Group</b>   | <b>Skill</b>               | <b>Description</b>  |
| 7.1 (match)<br>Terms related to financial resource management                    |                    | Foundation   | Reading                    | Applies/Understands technical words that pertain to subject [1.3.6]                       |
|  |                    |  | Writing                    | Applies/Uses technical words and concepts [1.6.4]   |
| 7.2 (state)<br>Reasons for financial management                                  |                    | Foundation   | Arithmetic/<br>Mathematics | Comprehends mathematical ideas and concepts related to financial management [1.1.13]      |
|  |                    |  | Reading                    | Comprehends written information for main ideas [1.3.7]                                    |
|  |                    |  | Science                    | Describes/Explains scientific principles related to human maintenance/management [1.4.14] |
|  |                    |  | Writing                    | Communicates thoughts, ideas, or facts in written form in a clear, concise manner [1.6.6] |

|   |                                   |  |                            |  |
|---|-----------------------------------|--|----------------------------|--|
| 7.3 (describe)<br>Process of financial planning | 7.3.1<br>Prepare a spending plan. | Foundation                             | Arithmetic/<br>Mathematics | Uses basic numerical concepts in practical situations [1.1.32]   |
|   |                                   | Personal<br>Management<br><br>Thinking | Reading                    | Comprehends written information and applies it to a task [1.3.8]; follows written directions [1.3.13]  |
|   |                                   |  | Writing                    | Communicates thoughts, ideas, or facts in written form in a clear, concise manner [1.6.6]; organizes information into an appropriate format [1.6.10] |
|   |                                   |  | Self-Esteem                | Develops/Initiates a plan for self-improvement [3.5.4]   |
|   |                                   |  | Decision Making            | Demonstrates decision-making skills [4.2.4]  |
|   |                                   |  | Problem Solving            | Devises and implements a plan of action to resolve problem [4.4.3]   |

| VOCATIONAL and TECHNICAL SKILLS<br>What the Student Should Be Able To Do |  | ACADEMIC and WORKPLACE SKILLS<br>What the Instruction Should Reinforce |                            |  |
|--|--|--|----------------------------|--|
| Knowledge  | Application  | Skill Group  | Skill                      | Description  |
| 7.4 (discuss)<br>Maintenance of checking accounts                        | 7.4.1<br>Reconcile a bank statement to a checkbook register. | Foundation   | Arithmetic/<br>Mathematics | Enters figures/calculations from one form or chart to another [1.1.21]; applies addition, subtraction, multiplication, and division to real-world situations [1.1.1] |
|  |  |  | Listening                  | Listens for content [1.2.3]; listens to follow directions [1.2.6]  |
|  |  |  | Reading                    | Comprehends written information and applies it to a task [1.3.8]   |
|  |  |  | Science                    | Describes/Explains scientific principles related to human maintenance/management [1.4.14]  |
|  |  |  | Speaking                   | Organizes ideas and communicates oral messages to listeners [1.5.7]  |
|  |  |  | Writing                    | Completes form accurately [1.6.7]  |
|  |  | Personal Management  | Responsibility             | Pays close attention to details [3.4.8]  |
|  |  | Thinking   | Knowing How to Learn       | Applies new knowledge and skills to reconcile a bank statement to a checkbook register [4.3.1]   |

|   |  |            |                               |   |
|---|--|------------|-------------------------------|---|
| <p>7.5 (describe)<br/>Use of debit cards for consumer purchases</p> |  | Foundation | <p>Reading</p> <p>Writing</p> | <p>Identifies relevant details, facts, and specifications [1.3.16]</p> <p>Communicates thoughts, ideas, or facts in written form in a clear, concise manner [1.6.6]</p>   |
| <p>7.6 (explain)<br/>Types of taxes</p>                             |  | Foundation | <p>Reading</p> <p>Writing</p> | <p>Comprehends written information for main ideas [1.3.7]; applies/understands technical words that pertain to subject [1.3.6]</p> <p>Writes logical and understandable sentences [1.6.23]; applies/uses technical words and concepts [1.6.4]</p> |



| VOCATIONAL and TECHNICAL SKILLS<br>What the Student Should Be Able To Do |   | ACADEMIC and WORKPLACE SKILLS<br>What the Instruction Should Reinforce |                            |  |
|--|---|--|----------------------------|--|
| Knowledge  | Application   | Skill Group  | Skill                      | Description  |
| 7.7 (describe)<br>Process for filing taxes                               | 7.7.1<br>Assess knowledge of taxes.                                 | Foundation   | Arithmetic/<br>Mathematics | Comprehends mathematical ideas and concepts related to taxation [1.1.13]   |
|  |   |  | Listening                  | Evaluates oral information/presentation [1.2.2]  |
|  |   |  | Reading                    | Comprehends written information and applies it to a task [1.3.8]   |
|  |   |  | Writing                    | Presents answers/conclusions in a clear and understandable form [1.6.13]   |
|  |   | Thinking   | Knowing How to Learn       | Applies new knowledge and skills to assess knowledge of taxes [4.3.1]  |
| 7.8 (explain)<br>Function of the Internal Revenue Service (IRS)          | 7.8.1<br>Name records which should be kept for income tax purposes. | Foundation   | Reading                    | Uses written resources (books, dictionaries, directories) to obtain factual information [1.3.23]                 |
|  |   |  | Writing                    | Records data [1.6.16]; communicates thoughts, ideas, or facts in written form in a clear, concise manner [1.6.6] |
|  |   | Thinking   | Knowing How to Learn       | Locates appropriate learning resources to acquire or improve knowledge and skills [4.3.3]                        |

**SECTION B: WORK AND FINANCIAL RESOURCE MANAGEMENT**

**Unit 8: Credit and Investment Resource Management**

5 Class Periods

Terminology: Annual percentage rate, annual percentage yield, bankruptcy, collateral, credit, credit rating, credit worthiness, equity, finance charge, inflation, investment

| <b>VOCATIONAL and TECHNICAL SKILLS<br/>What the Student Should Be Able To Do</b> |   | <b>ACADEMIC and WORKPLACE SKILLS<br/>What the Instruction Should Reinforce</b> |                            |   |
|--|---|--|----------------------------|---|
| <b>Knowledge</b>   | <b>Application</b>  | <b>Skill Group</b>   | <b>Skill</b>               | <b>Description</b>  |
| 8.1 (match)<br>Terms related to credit and investment resource management        |   | Foundation   | Reading                    | Applies/Understands technical words that pertain to subject [1.3.6]                       |
|  |   |  | Writing                    | Applies/Uses technical words and concepts [1.6.4]   |
| 8.2 (list)<br>Advantages and disadvantages of credit                             | 8.2.1<br>Evaluate the advantages and disadvantages of credit. | Foundation   | Arithmetic/<br>Mathematics | Comprehends mathematical ideas and concepts related to credit [1.1.13]                    |
|  |   |  | Reading                    | Draws conclusions from what is read [1.3.12]; follows written directions [1.3.13]         |
|  |   |  | Science                    | Describes/Explains scientific principles related to human maintenance/management [1.4.14] |
|  |   |  | Writing                    | Analyzes data, summarizes results, and makes conclusions [1.6.2]                          |
|  |   | Thinking   | Decision Making            | Demonstrates decision-making skills [4.2.4]   |

| VOCATIONAL and TECHNICAL SKILLS<br>What the Student Should Be Able To Do |  | ACADEMIC and WORKPLACE SKILLS<br>What the Instruction Should Reinforce |                            |  |
|--|--|--|----------------------------|--|
| Knowledge  | Application  | Skill Group  | Skill                      | Description  |
| 8.3 (name)<br>Sources and types of credit                                | 8.3.1<br>Determine the cost of interest for various types of credit. | Foundation   | Arithmetic/<br>Mathematics | Calculates dollar amount [1.1.7]   |
|  |  |  | Listening                  | Listens for content [1.2.3]; listens to follow directions [1.2.6]  |
|  |  |  | Reading                    | Comprehends written information for main ideas [1.3.7]; analyzes and applies what has been read to specific task [1.3.2] |
|  |  |  | Writing                    | Writes appropriate entries [1.6.22]  |
|  |  | Personal Management  | Responsibility             | Pays close attention to details [3.4.8]  |
|  |  | Thinking   | Knowing How to Learn       | Locates appropriate learning resources to acquire or improve knowledge and skills [4.3.3]                                |

|  |  |                        |                            |  |
|--|--|------------------------|----------------------------|--|
| 8.4 (explain)<br>Procedure for establishing and maintaining credit | 8.4.1<br>Complete a practice credit application. | Foundation             | Arithmetic/<br>Mathematics | Comprehends mathematical ideas and concepts related to establishing and maintaining credit [1.1.13]  |
|  |  |                        | Reading                    | Identifies relevant details, facts, and specifications [1.3.16]; follows written directions [1.3.13]   |
|  |  |                        | Science                    | Describes/Explains scientific principles related to human maintenance/management [1.4.14]  |
|  |  |                        | Writing                    | Communicates thoughts, ideas, or facts in written form in a clear, concise manner [1.6.6]; completes form accurately [1.6.7]; writes/prints legibly [1.6.24] |
|  |  | Personal<br>Management | Responsibility             | Maintains a high level of concentration in completion of a task [3.4.7]  |

| VOCATIONAL and TECHNICAL SKILLS<br>What the Student Should Be Able To Do       |   | ACADEMIC and WORKPLACE SKILLS<br>What the Instruction Should Reinforce |                            |  |
|--|---|--|----------------------------|--|
| Knowledge  | Application   | Skill Group  | Skill                      | Description  |
| 8.5 (explain)<br>Benefits of establishing and maintaining a good credit rating | 8.5.1<br>Analyze situations that affect credit ratings. | Foundation   | Reading                    | Draws conclusions from what is read [1.3.12]; follows written directions [1.3.13]  |
|  |   |  | Writing                    | Presents answers/conclusions in a clear and understandable form [1.6.13]; analyzes data, summarizes results, and makes conclusions [1.6.2] |
|  |   |  | Reasoning                  | Sees relationship between two or more ideas, objects, or situations [4.5.5]  |
| 8.6 (describe)<br>Signs of credit overload and sources of help                 |   | Foundation   | Arithmetic/<br>Mathematics | Expresses mathematical ideas and concepts orally and in writing [1.1.23]   |
|  |   |  | Reading                    | Comprehends written information and applies it to a task [1.3.8]   |
|  |   |  | Science                    | Describes/Explains scientific principles related to human maintenance/management [1.4.14]  |
|  |   |  | Writing                    | Summarizes written information [1.6.17]  |

|                                      |  |            |                        |  |
|--------------------------------------|--|------------|------------------------|--|
| 8.7 (state)<br>Ways to obtain a loan |  | Foundation | Reading<br><br>Writing | Comprehends written information for main ideas [1.3.7]<br><br>Presents answers/conclusions in a clear and understandable form [1.6.13] |
|--------------------------------------|--|------------|------------------------|--|

| VOCATIONAL and TECHNICAL SKILLS<br>What the Student Should Be Able To Do |  | ACADEMIC and WORKPLACE SKILLS<br>What the Instruction Should Reinforce |                            |  |
|--|--|--|----------------------------|--|
| Knowledge  | Application  | Skill Group  | Skill                      | Description  |
| 8.8 (discuss)<br>Renting to own  | 8.8.1<br>Calculate costs associated with renting to own. | Foundation   | Arithmetic/<br>Mathematics | Comprehends mathematical ideas and concepts related to renting to own [1.1.13]; applies a mathematical formula to solve a problem [1.1.3]            |
|  |  |  | Listening                  | Listens for long-term contexts [1.2.7]; listens to follow directions [1.2.6]   |
|  |  |  | Reading                    | Comprehends written information and applies it to a task [1.3.8]; follows written directions [1.3.13]  |
|  |  |  | Speaking                   | Asks questions to clarify information [1.5.3]  |
|  |  |  | Writing                    | Communicates thoughts, ideas, or facts in written form in a clear, concise manner [1.6.6]; organizes information into an appropriate format [1.6.10] |

|   |  |                     |                              |  |
|---|--|---------------------|------------------------------|--|
| 8.9 (explain)<br>Establishing and maintaining a savings account |  | Foundation          | Arithmetic/<br>Mathematics   | Comprehends mathematical ideas and concepts related to establishing and maintaining a savings account [1.1.13] |
|   |  |                     | Reading                      | Comprehends written information for main ideas [1.3.7]   |
|   |  |                     | Science                      | Describes/Explains scientific principles related to human maintenance/management [1.4.14]                      |
|   |  |                     | Writing                      | Writes logical and understandable sentences [1.6.23]; uses technical words and symbols [1.6.20]                |
|   |  | Personal Management | Organizational Effectiveness | Comprehends the organization's modes of operation [3.3.5]  |



| VOCATIONAL and TECHNICAL SKILLS<br>What the Student Should Be Able To Do |   | ACADEMIC and WORKPLACE SKILLS<br>What the Instruction Should Reinforce |                            |  |
|--|---|--|----------------------------|--|
| Knowledge  | Application   | Skill Group  | Skill                      | Description  |
| 8.10 (name)<br>Factors which affect investment decisions                 |   | Foundation   | Arithmetic/<br>Mathematics | Comprehends mathematical ideas and concepts related to investments [1.1.13]                      |
|  |   |  | Reading                    | Draws conclusions from what is read [1.3.12]   |
|  |   |  | Writing                    | Presents answers/conclusions in a clear and understandable form [1.6.13]                         |
|  |   | Thinking   | Decision Making            | Considers risks when making a decision [4.2.3]   |
|  |   |  | Reasoning                  | Sees relationship between two or more ideas, objects, or situations [4.5.5]                      |
| 8.11 (describe)<br>Types of investments                                  | 8.11.1<br>Assess knowledge of types of investments. | Foundation   | Arithmetic/<br>Mathematics | Comprehends mathematical ideas and concepts related to investments [1.1.13]                      |
|  |   |  | Reading                    | Uses written resources (books, dictionaries, directories) to obtain factual information [1.3.23] |
|  |   |  | Writing                    | Records data [1.6.16]; presents answers/conclusions in a clear and understandable form [1.6.13]  |
|  |   | Thinking   | Knowing How to Learn       | Locates appropriate learning resources to acquire or improve knowledge and skills [4.3.3]        |



**SECTION B: WORK AND FINANCIAL RESOURCE MANAGEMENT**

**Unit 9: Consumer Resource Management**

5 Class Periods

Terminology: Advertising, barter, comparison shopping, consumer, contract, impulse buying, products, sales, services, warranty

| <b>VOCATIONAL and TECHNICAL SKILLS<br/>What the Student Should Be Able To Do</b> |                    | <b>ACADEMIC and WORKPLACE SKILLS<br/>What the Instruction Should Reinforce</b> |              |  |
|--|--------------------|--|--------------|--|
| <b>Knowledge</b>   | <b>Application</b> | <b>Skill Group</b>   | <b>Skill</b> | <b>Description</b>   |
| 9.1 (match)<br>Terms related to consumer resource management                     |                    | Foundation   | Reading      | Applies/Understands technical words that pertain to subject [1.3.6]                        |
|  |                    |  | Writing      | Applies/Uses technical words and concepts [1.6.4]  |
| 9.2 (name)<br>Consumer rights and responsibilities                               |                    | Foundation   | Reading      | Comprehends written information for main ideas [1.3.7]                                     |
|  |                    |  | Science      | Describes/Explains scientific principles related to ecology (consumers/producers) [1.4.14] |
|  |                    |  | Writing      | Writes appropriate entries [1.6.22]  |

|  |  |            |   |   |
|--|--|------------|---|---|
| <p>9.3 (list)</p> <p>Factors which influence consumer spending</p> |  | Foundation | <p>Arithmetic/<br/>Mathematics</p> <p>Reading</p> <p>Science</p> <p>Writing</p> | <p>Comprehends mathematical ideas and concepts related to consumer spending [1.1.13]</p> <p>Determines what information is needed [1.3.10]</p> <p>Describes/Explains scientific principles related to ecology (consumers/producers) [1.4.14]</p> <p>Communicates thoughts, ideas, or facts in written form in a clear, concise manner [1.6.6]</p> |
|--|--|------------|---|---|

| VOCATIONAL and TECHNICAL SKILLS<br>What the Student Should Be Able To Do |   | ACADEMIC and WORKPLACE SKILLS<br>What the Instruction Should Reinforce |           |  |
|--|---|--|-----------|--|
| Knowledge  | Application                                       | Skill Group  | Skill     | Description  |
| 9.4 (discuss)<br>Advertising and its functions                           | 9.4.1<br>Analyze various types of advertisements. | Foundation   | Listening | Receives and interprets verbal messages [1.2.8]  |
|  |   |  | Reading   | Uses written resources (books, dictionaries, directories) to obtain factual information [1.3.23]; analyzes and applies what has been read to specific task [1.3.2] |
|  |   |  | Science   | Describes/Explains scientific principles related to ecology (consumers/producers) [1.4.14]   |
|  |   |  | Writing   | Analyzes data, summarizes results, and makes conclusions [1.6.2]   |
|  |   | Interpersonal  | Teamwork  | Contributes to group with ideas, suggestions, and effort [2.6.2]   |
|  |   | Thinking   | Reasoning | Sees relationship between two or more ideas, objects, or situations [4.5.5]  |

|  |  |                                |   |  |
|--|--|--------------------------------|---|--|
| 9.5 (state)<br>Sources of consumer information           | 9.5.1<br>Explore product-rating consumer magazines for product comparison information. | Foundation<br><br><br>Thinking | Reading<br><br>Writing<br><br>Knowing How to Learn                | Determines what information is needed [1.3.10]; adjusts reading strategy to purpose and type of reading (skimming and scanning) [1.3.1]<br><br>Records data [1.6.16]<br><br>Locates appropriate learning resources to acquire or improve knowledge and skills [4.3.3]          |
| 9.6 (explain)<br>Resources which can assist the consumer |  | Foundation<br><br><br>Thinking | Reading<br><br>Science<br><br>Writing<br><br>Knowing How to Learn | Determines what information is needed [1.3.10]<br><br>Describes/Explains scientific principles related to ecology (consumers/producers) [1.4.14]<br><br>Records data [1.6.16]<br><br>Locates appropriate learning resources to acquire or improve knowledge and skills [4.3.3] |

| VOCATIONAL and TECHNICAL SKILLS<br>What the Student Should Be Able To Do |   | ACADEMIC and WORKPLACE SKILLS<br>What the Instruction Should Reinforce |                            |  |
|--|---|--|----------------------------|--|
| Knowledge  | Application                                 | Skill Group  | Skill                      | Description  |
| 9.7 (discuss)<br>Purposes of warranties and contracts                    | 9.7.1<br>Analyze a warranty and a contract. | Foundation   | Arithmetic/<br>Mathematics | Interprets charts, tables, graphs, and working drawings [1.1.25]   |
|  |   |  | Listening                  | Listens for content [1.2.3]; listens to follow directions [1.2.6]  |
|  |   |  | Reading                    | Comprehends written information for main ideas [1.3.7]; analyzes and applies what has been read to specific task [1.3.2] |
|  |   |  | Science                    | Describes/Explains scientific principles related to ecology (consumers/producers) [1.4.14]                               |
|  |   |  | Speaking                   | Communicates a thought, idea, or fact in spoken form [1.5.5]   |
|  |   |  | Writing                    | Presents answers/conclusions in a clear and understandable form [1.6.13]   |
|  |   | Thinking   | Reasoning                  | Uses logic to draw conclusions from available information [4.5.6]  |

|  |  |            |                            |  |
|--|--|------------|----------------------------|--|
| 9.8 (describe)<br>When and where to make purchases | 9.8.1<br>Use comparison shopping techniques. | Foundation | Arithmetic/<br>Mathematics | Applies addition, subtraction, multiplication, and division to real-world situations [1.1.1]   |
|  |  |            | Reading                    | Comprehends written information for main ideas [1.3.7]; follows written directions [1.3.13]  |
|  |  |            | Science                    | Describes/Explains scientific principles related to ecology (consumers/producers) [1.4.14]   |
|  |  |            | Writing                    | Communicates thoughts, ideas, or facts in written form in a clear, concise manner [1.6.6]; organizes information into an appropriate format [1.6.10] |
|  |  | Thinking   | Knowing How to Learn       | Applies new knowledge and skills to use comparison shopping techniques [4.3.1]   |



| VOCATIONAL and TECHNICAL SKILLS<br>What the Student Should Be Able To Do |                                       | ACADEMIC and WORKPLACE SKILLS<br>What the Instruction Should Reinforce |                 |  |
|--|---------------------------------------|--|-----------------|--|
| Knowledge  | Application                           | Skill Group  | Skill           | Description  |
| 9.9 (give)<br>Steps to follow in solving consumer problems               | 9.9.1<br>Write a letter of complaint. | Foundation   | Reading         | Comprehends written information and applies it to a task [1.3.8]; follows written directions [1.3.13]                                |
|  |                                       |  | Science         | Describes/Explains scientific principles related to ecology (consumers/producers) [1.4.14]   |
|  |                                       |  | Writing         | Organizes information into an appropriate format [1.6.10]; evaluates written information for appropriateness/content/clarity [1.6.9] |
|  |                                       | Thinking   | Problem Solving | Devises and implements a plan of action to resolve problem [4.4.3]   |

## SECTION C: TIME, MATERIAL, AND HUMAN SERVICES RESOURCE MANAGEMENT

### Unit 10 : Time Management

5 Class Periods

Terminology: Hobbies, leisure time, long-term recreation, procrastinate, short-term recreation, opportunity costs, vacation

| VOCATIONAL and TECHNICAL SKILLS<br>What the Student Should Be Able To Do |             | ACADEMIC and WORKPLACE SKILLS<br>What the Instruction Should Reinforce |         |   |
|--|-------------|--|---------|---|
| Knowledge  | Application | Skill Group  | Skill   | Description   |
| 10.1 (match)<br>Terms related to time management                         |             | Foundation   | Reading | Applies/Understands technical words that pertain to subject [1.3.6] |
|  |             |  | Writing | Applies/Uses technical words and concepts [1.6.4]                   |

| VOCATIONAL and TECHNICAL SKILLS<br>What the Student Should Be Able To Do |             | ACADEMIC and WORKPLACE SKILLS<br>What the Instruction Should Reinforce |                            |   |
|--|-------------|--|----------------------------|---|
| Knowledge  | Application | Skill Group  | Skill                      | Description   |
| 10.2 (give)<br>Advantages of time management                             |             | Foundation   | Arithmetic/<br>Mathematics | Comprehends mathematical ideas and concepts related to time management [1.1.13]           |
|  |             |  | Reading                    | Draws conclusions from what is read [1.3.12]  |
|  |             |  | Science                    | Describes/Explains scientific principles related to human maintenance/management [1.4.14] |
|  |             |  | Writing                    | Presents answers/conclusions in a clear and understandable form [1.6.13]                  |

|   |   |                     |                            |  |
|---|---|---------------------|----------------------------|--|
| 10.3 (list)<br>Guidelines for time management | 10.3.1<br>Create a personal time-management plan.       | Foundation          | Arithmetic/<br>Mathematics | Applies computation skills to develop a time management plan [1.1.5]   |
|   |   |                     | Reading                    | Comprehends written information for main ideas [1.3.7]   |
|   |   |                     | Science                    | Describes/Explains scientific principles related to human maintenance/management [1.4.14]  |
|   |   |                     | Writing                    | Communicates thoughts, ideas, or facts in written form in a clear, concise manner [1.6.6]; organizes information into an appropriate format [1.6.10] |
| 10.4 (state)<br>Activities that waste time    | 10.4.1<br>Evaluate personal activities that waste time. | Personal Management | Self-Esteem                | Develops/Initiates a plan for self-improvement [3.5.4]   |
|   |   |                     | Foundation                 | Calculates/Estimates time measurements [1.1.8]   |
|   |   |                     | Reading                    | Draws conclusions from what is read [1.3.12]   |
|   |   |                     | Science                    | Describes/Explains scientific principles related to human maintenance/management [1.4.14]  |
|   |   |                     | Writing                    | Summarizes written information [1.6.17]; organizes information into an appropriate format [1.6.10]   |
|   |   |                     | Responsibility             | Maintains a high level of concentration in completion of a task [3.4.7]  |

| VOCATIONAL and TECHNICAL SKILLS<br>What the Student Should Be Able To Do |             | ACADEMIC and WORKPLACE SKILLS<br>What the Instruction Should Reinforce |           |   |
|--|-------------|--|-----------|---|
| Knowledge  | Application | Skill Group  | Skill     | Description   |
| 10.5 (explain)<br>Importance of valuing the time of others               |             | Foundation   | Reading   | Comprehends written information for main ideas [1.3.7]                      |
|  |             |  | Writing   | Presents own opinion in written form in a clear, concise manner [1.6.14]    |
|  |             | Thinking   | Reasoning | Uses logic to draw conclusions from available information [4.5.6]           |
| 10.6 (name)<br>Factors which influence the use of leisure time           |             | Foundation   | Reading   | Comprehends written information for main ideas [1.3.7]                      |
|  |             |  | Writing   | Writes logical and understandable sentences [1.6.23]                        |
|  |             | Thinking   | Reasoning | Sees relationship between two or more ideas, objects, or situations [4.5.5] |

|   |  |            |                            |   |
|---|--|------------|----------------------------|---|
| 10.7 (name)<br>Factors to consider when planning leisure time | 10.7.1<br>Analyze use of leisure time. | Foundation | Arithmetic/<br>Mathematics | Applies mathematical principles related to time management [1.1.4]                        |
|   |  |            | Reading                    | Comprehends written information and applies it to a task [1.3.8]                          |
|   |  |            | Science                    | Describes/Explains scientific principles related to human maintenance/management [1.4.14] |
|   |  | Thinking   | Writing                    | Communicates thoughts, ideas, or facts in written form in a clear, concise manner [1.6.6] |
|   |  |            | Knowing How to Learn       | Applies new knowledge and skills to analyze personal leisure time [4.3.1]                 |
|   |  |            | Problem Solving            | Demonstrates logical reasoning in reaching a conclusion [4.4.2]                           |

| VOCATIONAL and TECHNICAL SKILLS<br>What the Student Should Be Able To Do |  | ACADEMIC and WORKPLACE SKILLS<br>What the Instruction Should Reinforce |           |  |
|--|--|--|-----------|--|
| Knowledge  | Application  | Skill Group  | Skill     | Description  |
| 10.8 (discuss)<br>Recreational interests and hobbies                     | 10.8.1<br>Explore personal recreational interests and hobbies. | Foundation   | Listening | Receives and interprets verbal messages [1.2.8]  |
|  |  |  | Reading   | Comprehends written information for main ideas [1.3.7]   |
|  |  |  | Speaking  | Organizes ideas and communicates oral messages to listeners [1.5.7]  |
|  |  |  | Writing   | Communicates thoughts, ideas, or facts in written form in a clear, concise manner [1.6.6]; organizes information into an appropriate format [1.6.10] |

## SECTION C: TIME, MATERIAL, AND HUMAN SERVICES RESOURCE MANAGEMENT

### Unit 11: Material and Human Services Resource Management

15 Class Periods

Terminology: Carpool, closing costs, convenience foods, dietary guidelines, down payment, fads, fashion, food groups, food products nutrition label, health maintenance

organization, health care providers, human services, lease, menu plan, mortgage loan, nutrients, options, primary care physician, public transportation, security deposit, title, U.S. RDA, wardrobe

| VOCATIONAL and TECHNICAL SKILLS<br>What the Student Should Be Able To Do |             | ACADEMIC and WORKPLACE SKILLS<br>What the Instruction Should Reinforce |         |   |
|--|-------------|--|---------|---|
| Knowledge  | Application | Skill Group  | Skill   | Description   |
| 11.1 (match)<br>Terms related to material resource management            |             | Foundation   | Reading | Applies/Understands technical words that pertain to subject [1.3.6] |
|  |             |  | Writing | Applies/Uses technical words and concepts [1.6.4]                   |



| VOCATIONAL and TECHNICAL SKILLS<br>What the Student Should Be Able To Do              |   | ACADEMIC and WORKPLACE SKILLS<br>What the Instruction Should Reinforce |                      |   |
|---|---|--|----------------------|---|
| Knowledge   | Application   | Skill Group  | Skill                | Description   |
| 11.2 (discuss)<br>Resources available to use when making food and nutrition decisions | 11.2.1<br>Categorize foods according to groups in the Food Guide Pyramid. | Foundation   | Listening            | Receives and interprets verbal messages [1.2.8]   |
|   |   |  | Reading              | Identifies relevant details, facts, and specifications [1.3.16]; follows written directions [1.3.13]            |
|   |   |  | Science              | Describes/Explains scientific principles related to ecology (consumers/producers) [1.4.14]                      |
|   |   |  | Speaking             | Communicates a thought, idea, or fact in a spoken form [1.5.5]  |
|   |   |  | Writing              | Writes logical and understandable sentences [1.6.23]; organizes information into an appropriate format [1.6.10] |
|   |   | Thinking   | Knowing How to Learn | Locates appropriate learning resources to acquire or improve knowledge and skills [4.3.3]                       |

|   |   |            |                            |   |
|---|---|------------|----------------------------|---|
| 11.3 (describe)<br>Management of food and nutrition resources | 11.3.1<br>Develop a personal food and nutrition plan. | Foundation | Arithmetic/<br>Mathematics | Applies computation skills to plan daily food allowances [1.1.5]  |
|   |   |            | Reading                    | Identifies relevant details, facts, and specifications [1.3.16]   |
|   |   |            | Science                    | Describes/Explains scientific principles related to nutrition [1.4.14]  |
|   |   |            | Writing                    | Writes logical and understandable sentences [1.6.23]; organizes information into an appropriate format [1.6.10] |
|   |   | Thinking   | Creative Thinking          | Combines ideas or information in new way [4.1.2]  |
|   |   |            | Problem Solving            | Devises and implements a plan of action to resolve problem [4.4.3]  |

| VOCATIONAL and TECHNICAL SKILLS<br>What the Student Should Be Able To Do    |  | ACADEMIC and WORKPLACE SKILLS<br>What the Instruction Should Reinforce |                            |   |
|---|--|--|----------------------------|---|
| Knowledge   | Application                                    | Skill Group  | Skill                      | Description   |
| 11.4 (explain)<br>Resources available to use when making clothing decisions | 11.4.1<br>Compare places to purchase clothing. | Foundation   | Arithmetic/<br>Mathematics | Applies mathematical principles related to shopping skills [1.1.4]  |
|   |  |  | Reading                    | Identifies relevant details, facts, and specifications [1.3.16]; follows written directions [1.3.13]            |
|   |  |  | Science                    | Describes/Explains scientific principles related to ecology (consumers/producers) [1.4.14]                      |
|   |  |  | Writing                    | Writes logical and understandable sentences [1.6.23]; organizes information into an appropriate format [1.6.10] |
|   |  | Thinking   | Knowing How to Learn       | Locates appropriate learning resources to acquire or improve knowledge and skills [4.3.3]                       |

|  |  |            |           |   |
|--|--|------------|-----------|---|
| 11.5 (discuss)<br>Management of clothing resources | 11.5.1<br>Analyze wardrobe choices for various lifestyles. | Foundation | Listening | Listens for long-term contexts [1.2.7]  |
|  |  |            | Reading   | Comprehends written information for main ideas [1.3.7]  |
|  |  |            | Science   | Describes/Explains scientific principles related to human maintenance/management [1.4.14]   |
|  |  |            | Speaking  | Organizes ideas and communicates oral messages to listeners [1.5.7]   |
|  |  |            | Writing   | Communicates thoughts, ideas, or facts in written form in a clear, concise manner [1.6.6]; analyzes data, summarizes results, and makes conclusions [1.6.2] |
|  |  | Thinking   | Reasoning | Sees relationship between two or more ideas, objects, or situations [4.5.5]   |

| VOCATIONAL and TECHNICAL SKILLS<br>What the Student Should Be Able To Do |                                     | ACADEMIC and WORKPLACE SKILLS<br>What the Instruction Should Reinforce |                            |  |
|--|-------------------------------------|--|----------------------------|--|
| Knowledge  | Application                         | Skill Group  | Skill                      | Description  |
| 11.6 (state)<br>Resources available to use when making housing decisions | 11.6.1<br>Examine types of housing. | Foundation   | Arithmetic/<br>Mathematics | Comprehends mathematical ideas and concepts related to purchasing housing [1.1.13]         |
|  |                                     |  | Reading                    | Applies information and concepts derived from printed materials [1.3.3]                    |
|  |                                     |  | Science                    | Describes/Explains scientific principles related to ecology (consumers/producers) [1.4.14] |
|  |                                     |  | Writing                    | Records data [1.6.16]; organizes information into an appropriate format [1.6.10]           |
|  |                                     | Thinking   | Knowing How to Learn       | Uses available resources to acquire new skills or improve skills [4.3.4]                   |
| 11.7 (explain)<br>Management of housing resources                        |                                     | Foundation   | Arithmetic/<br>Mathematics | Comprehends mathematical ideas and concepts related to resource management [1.1.13]        |
|  |                                     |  | Reading                    | Comprehends written information for main ideas [1.3.7]                                     |
|  |                                     |  | Science                    | Describes/Explains scientific principles related to human maintenance/management [1.4.14]  |
|  |                                     |  | Writing                    | Presents answers/conclusions in a clear and understandable form [1.6.13]                   |

|  |  |            |         |  |
|--|--|------------|---------|--|
| 11.8 (describe)<br>Resources available to use when making transportation decisions |  | Foundation | Reading | Comprehends written information for main ideas [1.3.7]                                     |
|  |  |            | Science | Describes/Explains scientific principles related to ecology (consumers/producers) [1.4.14] |
|  |  |            | Writing | Summarizes written information [1.6.17]  |

| VOCATIONAL and TECHNICAL SKILLS<br>What the Student Should Be Able To Do |   | ACADEMIC and WORKPLACE SKILLS<br>What the Instruction Should Reinforce |                        |  |
|--|---|--|------------------------|--|
| Knowledge  | Application   | Skill Group  | Skill                  | Description  |
| 11.9 (discuss)<br>Management of transportation resources                 | 11.9.1<br>Determine costs associated with automobile ownership. | Foundation   | Arithmetic/Mathematics | Applies addition, subtraction, multiplication, and division to real world situations [1.1.1]   |
|  |   |  | Listening              | Receives and interprets verbal messages [1.2.8]  |
|  |   |  | Reading                | Comprehends written information for main ideas [1.3.7]; follows written directions [1.3.13]  |
|  |   |  | Science                | Describes/Explains scientific principles related to human maintenance/management [1.4.14]  |
|  |   |  | Speaking               | Organizes ideas and communicates oral messages to listeners [1.5.7]  |
|  |   |  | Writing                | Communicates thoughts, ideas, or facts in written form in a clear, concise manner [1.6.6]; organizes information into an appropriate format [1.6.10] |
|  |   | Personal Management  | Responsibility         | Maintains a high level of concentration in completion of a task [3.4.7]  |

|  |  |            |                         |   |
|--|--|------------|-------------------------|---|
| 11.10 (state)<br>Resources available to assist in<br>selection of human services | 11.10.1<br>Describe types of human services. | Foundation | Reading                 | Uses written resources (books, dictionaries,<br>directories) to obtain factual information [1.3.23]   |
|  |  | Thinking   | Science                 | Describes/Explains scientific principles related<br>to ecology (consumers/producers) [1.4.14]         |
|  |  |            | Writing                 | Records data [1.6.16]; presents<br>answers/conclusions in a clear and<br>understandable form [1.6.13] |
|  |  |            | Knowing How<br>to Learn | Uses available resources to acquire new skills or<br>improve skills [4.3.4]                           |



| VOCATIONAL and TECHNICAL SKILLS<br>What the Student Should Be Able To Do |             | ACADEMIC and WORKPLACE SKILLS<br>What the Instruction Should Reinforce |                                     |  |
|--|-------------|--|-------------------------------------|--|
| Knowledge  | Application | Skill Group  | Skill                               | Description  |
| 11.11 (discuss)<br>Management of human services                          |             | Foundation   | Arithmetic/<br>Mathematics          | Applies addition, subtraction, multiplication, and division to real world situations [1.1.1] |
|  |             |  | Listening                           | Receives and interprets verbal messages [1.2.8]  |
|  |             |  | Reading                             | Comprehends written information for main ideas [1.3.7]                                       |
|  |             |  | Science                             | Describes/Explains scientific principles related to human maintenance/management [1.4.14]    |
|  |             |  | Speaking                            | Organizes ideas and communicates oral messages to listeners [1.5.7]                          |
|  |             |  | Writing                             | Communicates thoughts, ideas, or facts in written form in a clear, concise manner [1.6.6];   |
|  |             | Personal<br>Management   | Integrity<br>/Honesty/Work<br>Ethic | Describes desirable worker characteristics [3.2.3]   |
|  |             |  | Organizational<br>Effectiveness     | Comprehends the organization's modes of operation [3.3.5]                                    |
|  |             |  |                                     |  |



**SECTION D: RESOURCE MANAGEMENT ISSUES**

**Unit 12: Natural Resource Management**

5 Class Periods

Terminology: Acid rain, biodegradable, conservation, depletion, ecology, greenhouse effect, hazardous waste, nonrenewable resources, ozone pollution, precycle, recycle, renewable resources

| <b>VOCATIONAL and TECHNICAL SKILLS<br/>What the Student Should Be Able To Do</b> |   | <b>ACADEMIC and WORKPLACE SKILLS<br/>What the Instruction Should Reinforce</b> |                      |  |
|--|---|--|----------------------|--|
| <b>Knowledge</b>   | <b>Application</b>  | <b>Skill Group</b>   | <b>Skill</b>         | <b>Description</b>   |
| 12.1 (match)<br>Terms related to natural resource management                     |   | Foundation   | Reading              | Applies/Understands technical words that pertain to subject [1.3.6]                                    |
|  |   |  | Writing              | Applies/Uses technical words and concepts [1.6.4]  |
| 12.2 (state)<br>Types of natural resources                                       | 12.2.1<br>Differentiate between renewable and nonrenewable resources. | Foundation   | Reading              | Identifies relevant details, facts, and specifications [1.3.16]; follows written directions [1.3.13]   |
|  |   |  | Science              | Records data related to natural resources [1.4.22]   |
|  |   |  | Writing              | Organizes information into an appropriate format [1.6.10]  |
|  |   | Thinking   | Knowing How to Learn | Applies new knowledge and skills to differentiate between renewable and nonrenewable resources [4.3.1] |

|  |  |            |  |   |
|--|--|------------|--|---|
| 12.3 (discuss)<br>Importance of managing natural<br>resources wisely |  | Foundation | Listening<br><br>Reading<br><br>Science<br><br>Speaking<br><br>Writing | Listens for conversation [1.2.4]<br><br>Comprehends written information for main ideas [1.3.7]<br><br>Analyzes environment issues (ecology, pollution, waste management) [1.4.2]<br><br>Organizes ideas and communicates oral messages to listeners [1.5.7]<br><br>Presents answers/conclusions in a clear and understandable form [1.6.13] |
|--|--|------------|--|---|

| VOCATIONAL and TECHNICAL SKILLS<br>What the Student Should Be Able To Do              |   | ACADEMIC and WORKPLACE SKILLS<br>What the Instruction Should Reinforce |                                 |  |
|---|---|--|---------------------------------|--|
| Knowledge   | Application   | Skill Group  | Skill                           | Description  |
| 12.4 (state)<br>Current and future environmental concerns affecting natural resources | 12.4.1<br>Describe current and future environmental concerns. | Foundation   | Reading                         | Identifies relevant details, facts, and specifications [1.3.16]; follows written directions [1.3.13] |
|   |   |  | Science                         | Analyzes environmental issues (ecology, pollution, waste management) [1.4.2]                         |
|   |   |  | Writing                         | Presents answers/conclusions in a clear and understandable form [1.6.13]                             |
|   |   | Thinking   | Seeing Things in the Mind's Eye | Uses senses to perceive future environmental concerns [4.6.5]  |

|  |   |  |   |   |
|--|---|--|---|---|
| <p>12.5 (explain)<br/>Ways to solve environmental problems</p> | <p>12.5.1<br/>Develop a plan to solve local environmental problems.</p> | <p>Foundation</p> <p>Interpersonal</p> <p>Thinking</p> | <p>Listening</p> <p>Reading</p> <p>Science</p> <p>Speaking</p> <p>Writing</p> <p>Teamwork</p> <p>Creative Thinking</p> <p>Problem Solving</p> | <p>Listens for long-term contexts [1.2.7]</p> <p>Comprehends written information and applies it to a task [1.3.8]</p> <p>Analyzes environmental issues (ecology, pollution, waste management) [1.4.2]</p> <p>Participates in conversation, discussion, and group presentations [1.5.8]</p> <p>Presents answers/conclusions in a clear and understandable form [1.6.13]; organizes information into an appropriate format [1.6.10]</p> <p>Works effectively with others to reach a common goal [2.6.6]</p> <p>Uses imagination to create something new [4.1.1]</p> <p>Devises and implements a plan of action to resolve problem [4.4.3]</p> |
|--|---|--|---|---|

**SECTION D: RESOURCE MANAGEMENT ISSUES**

**Unit 13: Technology as a Resource**

5 Class Periods

Terminology: Technology

| <b>VOCATIONAL and TECHNICAL SKILLS</b><br><b>What the Student Should Be Able To Do</b> |                    | <b>ACADEMIC and WORKPLACE SKILLS</b><br><b>What the Instruction Should Reinforce</b> |              |   |
|--|--------------------|--|--------------|---|
| <b>Knowledge</b>   | <b>Application</b> | <b>Skill Group</b>   | <b>Skill</b> | <b>Description</b>  |
| 13.1 (match)<br>Terms related to technology as a resource                              |                    |  | Reading      | Applies/Understands technical words that pertain to subject [1.3.6]     |
|  |                    |  | Writing      | Applies/Uses technical words and concepts [1.6.4]                       |
| 13.2 (discuss)<br>Technology as a resource   |                    |  | Listening    | Receives and interprets verbal messages [1.2.8]                         |
|  |                    |  | Reading      | Comprehends written information for main ideas [1.3.7]                  |
|  |                    |  | Science      | Describes/Explains scientific principles related to technology [1.4.14] |
|  |                    |  | Speaking     | Communicates a thought, idea, or fact in spoken form [1.5.5]            |
|  |                    |  | Writing      | Summarizes written information [1.6.17]                                 |

|  |  |            |           |   |
|--|--|------------|-----------|---|
| 13.3 (state)<br>Ways technology has altered today's lifestyles | 13.3.1<br>Determine ways technology has affected personal lifestyle. | Foundation | Reading   | Comprehends written information for main ideas [1.3.7]; applies information and concepts derived from printed materials [1.3.3] |
|  |  |            | Science   | Describes/Explains scientific principles related to technology [1.4.14]   |
|  |  |            | Writing   | Presents own opinion in written form in a clear, concise manner [1.6.14]  |
|  |  | Thinking   | Reasoning | Sees relationship between two or more ideas, objects, or situations [4.5.5]   |



| VOCATIONAL and TECHNICAL SKILLS<br>What the Student Should Be Able To Do |   | ACADEMIC and WORKPLACE SKILLS<br>What the Instruction Should Reinforce |                 |   |
|--|---|--|-----------------|---|
| Knowledge  | Application   | Skill Group  | Skill           | Description   |
| 13.4 (name)<br>Ways technology assists an individual in making choices   |   | Foundation   | Reading         | Draws conclusions from what is read [1.3.12]  |
|  |   |  | Science         | Describes/Explains scientific principles related to technology [1.4.14]   |
|  |   |  | Writing         | Presents answers/conclusions in a clear and understandable form [1.6.13]  |
|  |   | Thinking   | Reasoning       | Sees relationship between two or more ideas, objects, or situations [4.5.5]   |
| 13.5 (describe)<br>Positive and negative impact of technology            | 13.5.1<br>Examine ethical questions which arise in dealing with technology. | Foundation   | Reading         | Draws conclusions from what is read [1.3.12]; analyzes and applies what has been read to specific task [1.3.2]  |
|  |   |  | Science         | Describes/Explains scientific principles related to technology [1.4.14]   |
|  |   |  | Writing         | Communicates thoughts, ideas, or facts in written form in a clear, concise manner [1.6.6]; analyzes data, summarizes results, and makes conclusions [1.6.2] |
|  |   | Thinking   | Problem Solving | Draws conclusions from observations, evaluates conditions, and gives possible solutions [4.4.5]   |

|   |  |            |  |   |
|---|--|------------|--|---|
| 13.6 (discuss)<br>Resources for managing technology |  | Foundation | Listening<br>Reading<br>Science<br>Speaking<br>Writing | Receives and interprets verbal messages [1.2.8]<br>Comprehends written information for main ideas [1.3.7]<br>Describes/Explains scientific principles related to technology [1.4.14]<br>Organizes ideas and communicates oral messages to listeners [1.5.7]<br>Presents answers/conclusions in a clear and understandable form [1.6.13] |
|---|--|------------|--|---|

| VOCATIONAL and TECHNICAL SKILLS<br>What the Student Should Be Able To Do |             | ACADEMIC and WORKPLACE SKILLS<br>What the Instruction Should Reinforce |                            |   |
|--|-------------|--|----------------------------|---|
| Knowledge  | Application | Skill Group  | Skill                      | Description   |
| 13.7 (list)<br>Computer applications in personal<br>resource management  |             | Foundation   | Arithmetic/<br>Mathematics | Comprehends mathematical ideas and concepts<br>related to computer use in resource<br>management [1.1.13] |
|  |             |  | Reading                    | Uses written resources (books, dictionaries,<br>directories) to obtain factual information [1.3.23]       |
|  |             |  | Science                    | Records data related to computer use [1.4.22]   |
|  |             |  | Writing                    | Summarizes written information [1.6.17]   |

|                                       |  |            |                                 |  |
|---------------------------------------|--|------------|---------------------------------|--|
| 13.8 (discuss)<br>Future technologies |  | Foundation | Listening                       | Listens for long-term contexts [1.2.7]                                   |
|                                       |  |            | Reading                         | Comprehends written information for main ideas [1.3.7]                   |
|                                       |  |            | Science                         | Describes/Explains scientific principles related to technology [1.4.14]  |
|                                       |  |            | Speaking                        | Communicates a thought, idea, or fact in spoken form [1.5.5]             |
|                                       |  |            | Writing                         | Presents answers/conclusions in a clear and understandable form [1.6.13] |
|                                       |  | Thinking   | Seeing Things in the Mind's Eye | Uses senses to perceive future technologies [4.6.5]                      |